

USARJ IMA WELCOME PACKET

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LOCATION OF CAMP ZAMA

Camp Zama, former garrison of the Japanese Imperial Forces Academy (similar to West Point), is situated 33 miles southwest of central Tokyo on the Kanto Plain of Honshu. It is bordered by the Japanese cities of Sagamihara and Sobudaimae. Camp Zama was the site of the Imperial Army Military Academy and has a long history.

CLIMATE AND WEATHER CONDITIONS.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
High (F)	48	48	53	64	71	76	82	86	78	69	60	53
Low (F)	29	30	36	47	54	63	69	72	66	54	43	33
Days w/ precipitation	5	6	10	11	12	15	15	12	15	12	8	5
Amount of precipitation(inches)	1.7	2.1	3.7	4.3	4.9	7.4	6.7	7.6	7.9	6.3	3.5	1.7

HISTORY OF US ARMY JAPAN (USARJ)

The historical lineage of USARJ can be traced back to the formation in Manila of the Armed Forces, Far East (AFFE) on 26 July 1941, commanded by General of the Army, Douglas MacArthur. In the spring of 1942, after the invasion of Bataan and Corregidor by the Japanese forces, AFFE moved to Melbourne, Australia. General MacArthur served as the CG, AFFE and CINC of the newly designated Southwest Pacific Area (SWPA). AFFE served as the administrative headquarters for all US forces in the Southwest Pacific from 1943 to June 1945. Near the end of World War II, AFFE headquarters became a part of General Headquarters (GHQ), U.S. Forces, Pacific, and later was attached to GHQ, Far East Command in Tokyo after World War II.

When the Communists invaded South Korea in June 1950, the Japan Logistical Command was established to perform administrative and occupational functions in support of Eighth Army. It was deactivated in October 1952 and its functions were taken over by Headquarters, AFFE.

Reorganization of U.S. Forces, in the Pacific, in January 1953 established AFFE as the major Army command in the Far East. AFFE moved to its present location in Camp Zama, 33 miles SW of Tokyo, in October 1953. On 20 November 1954, AFFE was combined with Eighth Army (AFFE/8A). In 1955, 8th Army established its headquarters in Seoul, Korea. The Camp Zama command was then designated AFFE/8A (Rear).

USARJ was established on 1 July 1957 in a reorganization of U.S. Forces in the Pacific. USARJ and five Pacific U.S. Forces elements came under the command of USARPAC during a reorganization completed in January 1960.

During 1963, USARJ acquired the US Army Depot Command, Japan as a major subordinate command, followed by US Army Garrison, Japan, which was given the mission of providing station-type support to Headquarters, USARJ and its components. In September 1969, the distinction between headquarters and subordinate command operational functions was replaced by a directorate type structure.

Concurrent with Okinawa's reversion to Japan in 1972, USARJ was again realigned to acquire control of the mission and functions of the former U.S. Army, Ryukyu Islands.

In July 1974, USARJ was reorganized from seven to three subordinate commands, and became a MACOM on 31 December of that year after discontinuance of Headquarters, U.S. Army Pacific in Hawaii.

During the period October 1976 thru February 1978, USARJ was relieved of such support responsibilities as commissary, property disposal, terminal operations and perishable subsistence wholesale, due to transfer of these missions to other services in accordance with the U.S. Army Western Command's plan.

In November 1990 the U.S. Army Western Command was again reorganized as the U.S. Army, Pacific (USARPAC). At that time USARJ lost its MACOM status and became a MSC under USARPAC.

USARJ presently comprises a headquarters and the 9th Theater Army Area Command (9th TAACOM) which includes two major subordinate commands; (10th Area Support Group, Okinawa, and 17th Area Support Group, Honshu); plus other assigned, attached and tenant units and activities. Headquarters, United States Army, Japan is at Camp Zama, Japan, collocated with Headquarters 9th Theater Army Area Command and Headquarters, 17th Area Support Group. HQs, 10th Area Support Group is located at Torii Station, Okinawa.

USARJ commands and supports U.S. Army assigned and attached units and augmentation forces, employing these forces in support of the Commander, U.S. Forces Japan. USARJ maintains and

strengthens the credibility of deterrent power in the Pacific through maintenance of defense facilities, war reserves and operational project stocks. USARJ is strongly committed to the support of the Treaty of Mutual Cooperation and Security between the United States and Japan in emergency situations through bilateral planning and training.

With the reactivation of USARPAC and USARJ's designation as a major subordinate command, the role of USARJ in the vital, strategic Pacific Region will continue to be an important part of the U.S. commitment.

MISSION: UNITED STATES ARMY JAPAN

- Provide U.S. Army forward presence in Japan.
 - Command all U.S. Army units assigned or attached to the U.S. Army Japan and employ these forces to conduct operations in support of assigned missions and operations plans to HQ, U.S. Forces, Japan, and other subordinate unified and component commands as required.
 - Conduct operations with the Japan Ground Self-Defense Force (JGSDF) for the defense of Japan.
 - Logistically support United States Pacific Command forces in regional contingencies.
 - Manage and maintain war reserves and operational project stocks for contingencies.
 - Maintain storage facilities with the capability to expand into a logistical base.
 - Provide theater-wide support for other U.S. commands, agencies and activities as directed.
 - Maintain liaison and conduct bilateral defense planning with Japan Ground Self-Defense Force.
 - Coordinate with joint and other service headquarters and, as authorized by the Commander, U.S. Forces, Japan, with the U.S. Embassy and appropriate agencies of the government of Japan.
- Assist Headquarters, Department of the Army; Headquarters, Pacific Command; and Headquarters, United States Forces, Japan; in the development and preparation of contingency plans for Japan, and when directed, for Korean and other non-PACOM areas as required.

HISTORY OF 9TH THEATER ARMY AREA (TAACOM)

9th TAACOM's lineage stems from Headquarters 9th Logistical Command, first constituted on 3 May 1960 and activated on Okinawa on 10 May 1960. It was reorganized and redesignated as Headquarters and Headquarters Detachment, 9th Logistical Command on 15 March 1961.

At the request of the Royal Thai Government, the unit deployed to Thailand in May 1962, providing assistance in civil construction projects and later becoming the logistical support element for Joint Task Force 116 to counter the growing conflict in the Southeast Asia area.

Later, with the inactivation of the joint task force, the 9th Logistical Command remained in Thailand with the mission of storing and maintaining prepositioned stocks, conducting people to people civic action programs, and maintaining an in-country communications base. The command was inactivated in Thailand on 12 June 1970.

Headquarters and Headquarters Company, 9th TAACOM was activated on 9 December 1994 at Camp Zama, Japan.

MISSION: 9TH THEATER ARMY AREA COMMAND

- Together with HQs, United States Army, Japan, 9th TAACOM provide U.S. Army forward presence in Japan.
- Provide command and control of assigned combat support/combat service support (CS/CSS) forces.
- Conduct operations with the Japan Ground Self-Defense Force (JGSDF) for the defense of Japan.
- Provide onward movement coordination with host nation, coordinating the capability to receive, stage, supply, and onward move United States Army forces deploying to or through its area of responsibility (AOR).
- Provide echelon above corps (EAC) combat service support in those areas of the TAACOM AOR.
- During peacetime, coordinate wartime planning and training for all assigned and war trace units.
- Logistically support United States Pacific Command Forces in regional contingencies

FORCE PROTECTION INFORMATION AND REQUIREMENTS

--Level I Training is individual awareness training required for all soldiers, DA Civilians and family members deploying or traveling on government orders OCONUS. (AR 525-13).

--This training will be supplemented upon arrival by an update on the current threat conditions in Japan.

- Issue JS Guide 5260, "Service Member Personnel Protection Guide"
- Issue GTA 21-3-11 "Individual Protective Measures"
- View Training Video (TIDDA-98-114)
- Country Briefing Requirement (USARPAC)
- For negligible/low threat areas a multi-functional threat briefing is required
- For medium/high threat areas the same briefing requirement as above, but must be given by a qualified Force Protection Person

Travel Security Policy

When official business requires travel to or through HQDA designated high or potential physical threat countries, DA personnel and family members will travel, whenever possible, by military air or U.S. Air Force Air Mobility Command (USAFAMC) charter. When such travel is not practicable, U.S. air carriers will be utilized to the maximum extent possible.

A. As a limited exception to the Joint Federal Travel Regulations (JFTR) and providing the commander determines that the security conditions in a designated high or potential physical threat country at the time of travel warrant use of foreign flag airlines or indirect routing, DA military and civilian personnel may use foreign flag airlines and/or indirect routings to avoid DoD-designated high physical or potential threat countries, and airports designated by the FAA as not meeting minimum security standards set by the International Civil Aviation Organization (ICAO).

(1) Transportation officers who arrange travel by indirect routing or on a foreign flag carrier to avoid such areas should cite 57 Comp. Gen. 519 and 522 as the justification. The use of that citation must be documented in each case and attached to each travel voucher.

(2) Travelers hereby authorized to avoid specific areas must disembark at the nearest interchange from point of origin and continue their journey on U.S. flag carrier service.

B. Blanket approval and reimbursement for the use of regular-fee passports is not authorized.

(1) The passport policy for DA personnel and family members traveling on official orders to and/or from non-high or non-potential physical threat countries remains unchanged. DA personnel shall travel on no-fee official (red) passports or on official orders with identification cards, as required by the country visited.

(2) DA personnel and family members traveling via commercial airline on official orders to and/or from high or potential physical threat countries or to/through airports designated by the FAA as not meeting minimum security standards established by the ICAO are authorized, but not required, to obtain and use the regular-fee passport for security reasons. Travelers electing to exercise this option are responsible for obtaining the regular-fee passport and all required visas. Reimbursement for passports and visas obtained under those conditions is authorized by the JFTR, and payment shall be made on submission of appropriate documentation. Some countries have strict rules concerning the type of passport or visa required for entry. Information on the restrictions on use of regular-fee passports may be obtained from local personnel offices or transportation offices prior to travel.

(3) Individuals traveling solely by military air or USAFAMC charter shall not be reimbursed for regular-fee passports unless U.S. Government transportation became available on short notice (i.e., after commercial travel arrangements had been made and the passport purchased) or priority of travel was sufficiently high to require backup travel arrangements.

(4) Reimbursement for regular-fee passports for personal/unofficial travel is not authorized.

C. Commercial tickets shall not be annotated to show obvious affiliation of the traveler with the U.S. Government.

D. Travel itineraries of HRP (to include general officers or civilian equivalents) shall be marked, at a minimum, "FOR OFFICIAL USE ONLY" and handled in accordance with command directives when travel takes them to or through DoD-designated high physical or potential threat countries. Such itineraries may be classified when warranted by the threat and authorized by appropriate classification authority guidelines. Security classifications should be assigned to extremely detailed itineraries (those which include exact dates, times, and locations) which would be of substantial value to threat entities planning an attack.

E. PCS/TDY travel orders will be annotated "Travel in civilian clothes authorized and recommended" for personnel traveling to and through DoD-designated high physical or potential security threat countries.

INFORMATION ON US-JAPAN STATUS OF FORCES AGREEMENT (SOFA) AND LEGAL GUIDANCE:

1. **General.** While in Japan, all active duty military personnel, including reservists on active duty training, are subject to both U.S. and Japanese laws. Members of the U.S. forces in Japan have certain rights, privileges, and special protections which have been accorded by the SOFA. In return, the SOFA makes it the duty of all members of the U.S. forces to respect the laws of Japan and to abstain from any activities inconsistent with the spirit of the Agreement.
2. **Entry into Japan.** All persons not on military orders must have a U.S. passport upon entry into Japan. Those in a tourist status are not required to have a visa and may stay in Japan up to 90 days. Individuals in a tourist status are not entitled to SOFA privileges and entitlements, even when accompanied by their military sponsors.
3. **Customs.** There is no Japanese customs duty imposed on personal effects brought into Japan by members of the U.S. Armed Forces for their private use. For goods bought in Japan, there may be customs duty imposed by the U.S. Customs Service upon return to the States. Generally, articles with the total purchase value of \$400.00 or less (based on the fair retail value of the item in the country where acquired) may be exempt from duties, except that only 1 liter of liquor and up to 200 cigarettes may be included in the exemption.
4. **Criminal Jurisdiction.** Japanese authorities have the primary right to exercise criminal jurisdiction over members of the U.S. Armed Forces for most criminal offenses. A soldier who becomes involved in an incident should contact the nearest U.S. or JSDF MP office. Personnel apprehended off-post by the Japanese police may be detained in Japanese custody for up to 23 days. The Japanese police are required to notify U.S. authorities immediately of such custody, but are not required to transfer custody. Narcotics offenses, including even small amounts of marijuana, are severely dealt with under Japanese law. If a U.S. military member is under investigation, he/she will be placed on administrative hold by the USARJ/9th TAACOM Commander, and will not be allowed to leave Japan.
5. **Driving.** When operating a motor vehicle in Japan, a driver must possess a motor vehicle license that authorizes driving in Japan, issued by the local Provost Marshal office. Under Japanese law, every licensed driver is a professional driver. Therefore, all drivers are expected to exercise an extremely high standard of care. Drunk driving is a criminal offense. The United States has primary jurisdiction over vehicular accidents while in the performance of official duty.
6. **Claims.** All incidents/accidents involving personal injury to, or death of a Japanese national, or damage to property belonging to a Japanese national must be thoroughly investigated and forwarded to the USAF. The USAF has single-Service claims responsibility in Japan. The Japanese national(s) involved will be advised to contact the local DFAB.
7. **Demonstrations.** If anti-U.S./anti-exercise demonstrations are encountered, keep calm. Their intent is to provoke U.S. personnel. Do not fall into their trap. Avoid confrontations. The Japanese authorities are responsible for keeping public order.
8. **Gifts.** The following paragraphs provide information regarding ethical and regulatory requirements, and limitations on acceptance of foreign gifts (See also the paragraph on appropriate gifts in the section covering Japanese customs and courtesies below).
 - A. Personnel will not solicit or accept gifts from a prohibited source (e.g., someone who has an interest in the performance of official Army missions) or gifts given because of the employee's official position.
 - B. The following are exceptions to the general rule prohibiting accepting gifts from foreign government sources:
 - (1) Gifts of minimal value. Gifts of minimal value may be accepted. "Minimal value" is defined as having a retail value not in excess of \$245.00.
 - (2) Gifts valued above \$245.00 cannot be accepted, unless refusal of the gift would be likely to cause offense or embarrassment to the donor, or could adversely affect the foreign relations of the United

States. Such gifts can only be accepted on behalf of the United States, become the property of the United States, and must be reported and deposited with the Commander, U.S. Personnel Command, ATTN: TAPC-PDO-IP, Alexandria, Virginia 22332-0474, for disposal, official use, or forwarding to the General Services Administration.

C. The recipient of a gift should keep a record of the circumstances of the presentation, including date and place of presentation, name and official title of the donor, and a brief description of the gift and its appraised U.S. retail value.

D. Non-gifts. The term "gift" includes almost anything of monetary value, except:

(1) Coffee, donuts, and similar modest items of food and refreshments when offered other than as part of a meal.

(2) Greeting cards and most plaques, certificates, and trophies that are of little intrinsic value.

(3) Rewards and prizes in contests open to the public.

E. Foreign corporations and individuals not considered "foreign government" sources, are treated the same as American donors. If they are "prohibited sources" (e.g., having an interest in the performance of official Army missions) gifts cannot be accepted that exceed \$20.00 per gift or \$50.00 per year.

9. The above information is not intended to serve as a substitute for prompt and competent legal advice. Specific questions should be directed to the SJA Office, USARJ/9th TAACOM, Camp Zama (DSN 263-3156/7327).

AIRLINE RESERVATIONS

Air traffic to and from Japan is always congested. Individuals must make airline reservations far in advance of the actual travel dates. Make your reservations for arrival date one day prior to your AT reporting date. This is the date we will use to arrange billiting. Also, make you departure date one day after the last day of training. Contact your local SATO/Carlson Wagonlit Office or your Personnel Manager at AR-PERSCOM for assistance in getting your tickets.

Coordinate all your flight arrival information with the RC office in Japan so that your ground transportation can be coordinated from the appropriate airport. Call, fax, write, or e-mail us with your arrival flight #, carrier, date and time. Transportation personnel are required to wait for any delayed flights.

NEW TOKYO INTERNATIONAL AIRPORT (FORMERLY NARITA INTERNATIONAL AIRPORT) TRANSPORTATION INFORMATION

Upon arrival at **New Tokyo International Airport (formerly Narita International Airport)**, present either your orders with your reserve ID card or your passport to Japanese Immigration and subsequently, Customs. Upon clearing customs, proceed to the Northwest Airlines Information Desk, Terminal 1, from where you will be directed to the free government shuttle bus to Camp Zama. From Terminal 2, do this by going to inter-terminal shuttle bus stop #8 or #18, and take the airport's shuttle (no charge) to Terminal 1. The Office of Reserve Component Advisors will include your name on the bus manifest, which will permit you to board; should your name not be on the driver's manifest, present your orders and ID card and you will be boarded. Buses depart Narita seven days a week at 1500, 1730 and 1900 hours, and will deliver passengers either to Sagami-hara Housing Area (first stop) or Camp Zama Billeting Office (Bldg 563). It is approximately a 2 ½ hour drive to Camp Zama.

When departing Camp Zama, ORCA will add your name to the shuttle bus scheduled nearest to your flight time; buses depart North Camp Zama at 0900, 1100 and 1300.

You must call your airline to re-confirm your flight a few days prior; phone numbers are: Northwest, 033533 6000; United, 033817-4411; American, 033248-2011; Continental, 033508-6411; and Delta (which no longer requires reconfirms), 035275-7000.

PERSONAL EXPENSES AND MILITARY PAY

Bring sufficient money for all expenses expected during AT. Your AT is an unaccompanied tour. An advance on travel costs is available so ensure that you read your papers that you receive from AR-PERSCOM to request an advance. The advance will only be enough to pay for your room and meals. You cannot request an advance from Camp Zama, only from DFAS-INDIANAPOLIS. Advance on pay and allowances are not authorized. Receiving a paycheck at AT site is no longer an option. To expedite your direct deposit payment, bring a voided check or deposit slip to the in-processing session.

ADMINISTRATIVE INSTRUCTIONS

In-processing

Individual Mobilization Augmentation (IMA) personnel arriving at Camp Zama will first report to the Billeting office, Bldg 563 to receive room assignments. In-processing will begin at 0830 hours on the day after arrival. You will be given the location either prior to your arrival or upon your arrival as to the location of the in-processing.

Solder Readiness Program (SRP)

1. All personnel (military and civilian) will wear two identification (ID) tags around their necks with metal necklaces at all times during deployment and redeployment, and for the duration of the exercise.
2. All personnel will have a current ID card and a copy of AT orders on their person at all times.

Uniform

1. Duty uniform will be: Battle Dress Uniform (BDU) or service equivalent.
2. Uniform will be IAW AR 670-1, September 1992, Wear and Appearance of Army Uniforms and Insignia, or applicable service regulations. High standards of military appearance will be monitored and enforced.
3. Items of military clothing will not be mixed with civilian clothing.

Unit Patches

IMA's wear the USARJ shoulder patch. Enlisted personnel need to contact us for the patches and we will mail them to you. USFJ wears the DoD Joint Service patch. You can purchase or order either patch from a local military clothing sales store.

SITE SUPPORT FACILITIES

1. **Billeting.** All exercise participants will be assigned rooms upon arrival by the Camp Zama Billeting Office. Billeting at Camp Zama may include 2 or 3 individuals per room. IMAs will have to pay for their rooms upon departure. Do not argue with the desk clerk if you are not satisfied with your room assignment. You may register your concerns with the Office of Reserve Component Advisors (ORCA) during your in-processing session. All IMAs will be required to pay for their rooms upon departure. Major credit cards and personal checks are accepted.
2. **Laundry Services.** The laundry/dry cleaning facility is open 1000-1700 Monday through Friday and 0900-1200 on Saturday. Free laundry is not available. Washers and dryers are located in most billeting facilities for use by occupants.
3. **Medical/Dental Support.** Camp Zama medical/dental clinic will provide sick call and emergency treatment for all participants at Camp Zama. Sick call is at 0700 and 1300 Monday through Friday and 1300 on Thursday. The emergency clinic is operational 24 hours a day seven days a week.
4. **Food Service.** During the period of 24 hour operations, the dining facility will not be operating for midnight meals, but will either prepare box lunches or possibly issue MRE. Exact details will be announced prior to 24-hour operations commencing.

CAMP ZAMA DINING FACILITY OPERATING HOURS

BREAKFAST

MON, TUE, WED & FRI	0700 - 0830
THUR	0600 - 0730

LUNCH

MON THRU FRI	1130 - 1300
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DINNER

MON THRU FRI	1630 - 1830
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SAT/SUN/HOLIDAYS

BREAKFAST

0800-0930

LUNCH

1200-1330

DINNER

1600-1700

5. Postal Services. Main Post Office operating hours are Monday through Friday 0900-1700, Saturdays 1000-1300. Other than the main Post Office, there is an annex in room M123, Bldg 102, operating Monday - Friday 0900 - 1130.

6. Yen Sales/Check Cashing. The Camp Zama Community Bank provides check cashing and yen conversion, as well as, the cashier of the Camp Zama Community Club. The Army Air Force Exchange cashier will also cash personal checks. There is also an Automatic Teller Machine (ATM) located at the Community Bank where you can receive yen or dollars 24 hours a day. To utilize the Community Bank with no surcharge, ensure you have your orders with you.

7. Red Cross. Notification will be via the USARJ Command Center. Red Cross rapid communication services are available on a 24 hour basis to and from American Red Cross CONUS and other Red Cross world wide locations as follows:

a. Duty hours: Station Manager, Camp Zama, Japan DSN 263-3166/5297.

b. Non-duty hours: Red Cross emergency duty worker, Yokota AFB, Japan DSN 225-2536/2537.

c. Personnel participating in the annual training are requested to inform relatives that emergency notification must be transmitted through their local Red Cross to the Red Cross in Japan. This communication flow of emergency situations will help expedite emergency leave processing. Provide your SSN with family members to assist the Red Cross.

d. Military Aid Society loans for emergency travel will be approved by the American Red Cross or Army Emergency Relief. Contact Camp Zama personnel for assistance during duty hours and by Yokota Command Post for after hour assistance. In the event that an individual is unable to make contact with either the American Red Cross or Army Emergency Relief prior to departure from Japan, the individual will have funded travel orders from Japan and upon first port of entry into the United States may contact the American Red Cross or Army Emergency Relief.

8. Emergency Leaves. IMA personnel notified of an emergency leave situation will report to their unit senior person for processing. The senior person will contact 17th ASG for the following applicable assistance:

a. Obtaining in-country (Japan) airline reservations and tickets.

b. Ground transportation to the airport and travel itinerary to destination.

c. Obtaining emergency financial assistance from Army Emergency Relief or from the American Red Cross acting on behalf of the Military Aid Society.

d. Obtaining fund cite for return travel to the port of debarkation.

e. Narita International Airport has a mandatory 2,040 yen departure fee for all persons departing on international flights. It is the individual's responsibility to pay this fee.

9. Movies/Cultural Orientations. There is a movie theater located at Sagamihara Housing Area (one train stop away if you are without transportation). Shows are Friday, Saturday and Sunday nights, with matinees on Saturday. Listings of upcoming movies is at the Main PX

10. Religious Services/Chaplain Program. A wide spectrum of religious services are held at Camp Zama Chapel and the Sagamihara Chapel. Information on times and location are available at the Chapel and on Command Channel 12.

11. Post Exchange Camp Zama Army Air Force Exchange System retail store, food court, shoppette and cafeteria are available to all participants with proper identification and orders when necessary.

MAIN EXCHANGE OPERATING HOURS

MON- SUN

1000-2000

POST EXCHANGE FOOD COURT OPERATING HOURS

MON - FRI

0630 - 2130

SAT	0700 - 2100
SUN	0800 - 2130

BUILDING 101 CAFETERIA OPERATING HOURS

MON -FRI	0700 - 1500
SAT - SUN	CLOSED

12. Barber Services/Beauty Shop. Barber Shops - There are two barber shops and a beauty shop on Camp Zama

Room E132, Bldg 101	Building 406 (Furniture Store)
Monday - Friday	Daily
0900 - 1700	1000-1730

Beauty Shop	-	Building 406 (Furniture Store)
		Tuesday - Sunday
		1000 - 1730

13. Camp Zama Community Club. Camp Zama Community Club serves food, beverages and has entertainment throughout the week. Check out the club schedule for events and specials.

14. Kokusai Denshin Denwa (KDD) Overseas Telephones. Overseas telephones are located in Building 101 East Entrance, and outside the main exchange.

15. Other Morale, Welfare and Recreation Facilities.

--**Camp Zama Bowling Center** - in addition to bowling a snack bar is also located in this facility. Hours of operation Sunday through Wednesday 1100-2200 and Thursday - Friday 1100-2300.

--**Camp Zama Golf Course** - in addition to the 18-hole golf course, driving range and a pro shop, a restaurant is also located at the facility. Operating hours are Monday through Friday 0700-1700 and Saturday - Sunday 0600-1700.

--**Camp Zama Craft Center** - Hours of operation 1300-2100 Wed and Thurs, 1000- 1800 Fri - Sun

Camp Zama Library - Hours of operation 1030-2030 Mon - Thurs, 1000-1800 Fri - Sun.

Camp Zama Cultural Center - Concerts, plays and other cultural events are as publicized. Check out the marquee and Command Channel 12.

16. On Post Transportation - There is limited shuttle bus service on post. The hours and routes are posted at different locations throughout the post, but most places here are within walking distance. You may rent a bicycle from the Outdoor Recreation enter.

PHYSICAL FITNESS

Each soldier must keep himself/herself in good physical condition prior to attending AT. The Army Physical Fitness Test (APFT) will be given to all IMAs shortly after their arrival. The APFT will begin with a mandatory weigh-in. The official Army Physical Fitness (PFU) uniform will be worn for all APFT activities. Profiles must be certified by the MEDDAC prior to the testing date; profiles given after a failing test will not change the failed grade.

DRIVING AND TRAFFIC REGULATIONS

Legally, driving in Japan is deemed a profession, and accidents are always the result of professional negligence. This charge is always serious, resulting in payment of "sympathy money" to the family of those aggrieved, and if injuries are received, could involve incarceration. Pedestrians and cyclists (pedal and motor) always have the right of way and if you hit them you're always at fault. The general rule to follow is not to drive in Japan during any tour of less than 180 days. Public transportation is fast and ample, and will protect you from the nuances and vagaries of Japanese Law. Full information on this important subject may be obtained from the Staff Judge Advocate's Office in Building 101.

SIGHTSEEING AND PUBLIC TRANSPORTATION

Maps of Japan Rail (JR) and Tokyo subway lines are available at the Army Community Service (ACS) Bldg 402. These systems are efficient and can get you everywhere and anywhere you want to go in-country. The Army Community Services (ACS), (263-3166) has published a compendium of train use information by the various rail lines which serve Camp Zama; ask for a copy before using the trains without an experienced guide. You need to be aware that signage in all rail stations is in Japanese, with only a few stations using Kanji (phonetic english of the Japanese destinations).

TELEPHONES

Military operator assistance in English for the Kanto Plain is available 24-hours per day from 0462-51-1520. Calling commercially from the US to Camp Zama dial 011-81-3117 plus the last six digits of the phone you want. Calling from Camp Zama to the US dial 99-001-1 plus area code and seven digit number.

ATTIRE

Informal business wear (suits and dresses) is rarely needed in Japan. Casual clothing of conservative taste is acceptable almost everywhere. Dress warmly for winter and coolly for the heat and humidity of summer, but avoid wearing revealing clothing (e.g., shorts or tank tops) off post. Never mix military clothing with casual clothing.

JAPANESE CUSTOMS AND COURTESIES

1. **GENERAL GUIDANCE.** This section is designed to provide information on various social situations that exercise participants are likely to encounter and to educate and guide them in relationships with their Japanese counterparts. This is intended as a guide only and its application must be tempered to the circumstances and use of common sense.

A. As Americans in Japan, we are not expected to act exactly as the Japanese. Accordingly, it is neither necessary nor appropriate to emulate each and every custom and mannerism of your hosts.

B. The good manners and etiquette of our American culture can serve us well in Japan. Proper behavior in accordance with contemporary American standards, together with a touch of modesty, is perfectly appropriate in Japanese business and social settings.

2. GREETINGS

A. In Japan, while the hand-shake greeting is common between Japanese and Americans, saluting and bowing are common and highly respected practices within the respective military and civilian sectors. Japanese military personnel render the hand salute on all occasions when greeting another military service member of counterpart, regardless of rank. As in the U.S. Armed services, it is customary for Japanese enlisted personnel to salute officers, but unlike the U.S. military, Japanese enlisted members also render salutes to each other. Therefore, it is appropriate for U.S. military members to greet their Japanese military counterparts of all ranks with a proper military hand salute. As in the U.S. Army, saluting is usually restricted to out-of-doors.

B. Bowing within the military ranks is commonly practiced in addition to the hand salute to extend courtesy and respect from subordinate to superior. Although bowing by Americans to their Japanese counterparts is not absolutely required, it is highly recommended as a gesture of goodwill and respect. If sincerely executed, the American will be held in high esteem. As Americans, we are not expected to bow as deeply from the waist as would a Japanese. We should execute our bow by lowering our head and shoulders slightly forward in a sincere manner. This gesture may be rendered as many times as required during a meeting, and is appropriate within both the Japanese military and civilian communities. Bowing is proper both indoors and outdoors.

3. MEISHI

A. Business cards or "Meishi" are a universal part of Japanese business, governmental, and military interactions. Business cards are commonly exchanged during introductions. The giving of a business card is a serious gesture in Japan; it is a type of commitment, for it automatically opens the door to direct contact at any time. U.S. officers, senior noncommissioned officers, and staff-level U.S. civilian employees are encouraged to use business cards.

B. When receiving a Meishi, take a few moments to examine the card. Take note of the person's name, duty position, and any special qualifications indicated on the card. Because the Meishi symbolically represents the person who gave it to you, do not write on it, fold it, etc., in the presence of its owner. Treating the Meishi with disregard implies a lack of respect for the person from whom you received it.

C. Normally, both parties exchange Meishi. When you present your card, present it with the Japanese translation side, if you have bilingual cards. If your Meishis are only in English, present the card so that the other person can read it.

4. GIFTS

A. Gifts are exchanged between U.S. Armed Forces members and their Japanese hosts on both official and personal occasions such as welcome or sayonara parties. Gifts may range in price and simplicity according to one's economic status. Gift giving is an established Japanese tradition and accordingly is a very sensitive issue. For example, to refuse a gift under normal circumstances could be construed by the Japanese as offensive.

B. In some instances, acceptance of a gift from a Japanese by a service member could range from being illegal to being completely harmless such as in the case of the acceptance of a non-duty-related gift of nominal cost from a personal Japanese friend. Any gift that you receive and are in doubt as to its legality should be reported to your Commander for advice concerning the gifts disposition.

C. Also, remember if we accept a gift from our Japanese hosts, we should find a suitable way of reciprocating. Commonly used gifts are American chocolates/candies, unit patches, tie pins or coins, and/or other inexpensive memorabilia such as items that are unique or representative of the United States or your hometown. The gifts should be simply wrapped. It is not the Japanese custom to open a gift in front of the person who gave it; however, they are usually familiar with American customs and will probably open the gift while you are there.

5. INTERCULTURAL COMMUNICATION

A. Most Japanese can speak some English as English is taught quite extensively in Japan beginning with junior high school through college or university. However, their English-speaking ability is more limited than their reading and writing skills.

B. It should be remembered that no matter how well our Japanese counterparts and friends may speak English, it is their second language. We must not assume that their comprehension and response levels are the same as an American English speaker. We should speak slowly and clearly, and avoid using baby talk, excessive slang, and "pidgin English". Misunderstandings could create many problems. When in doubt, or when it becomes apparent that what is being said may not be understood at all, it is best to request the assistance of an interpreter or translator, especially during business discussions. Most Japanese not only enjoy speaking English with Americans, but enthusiastically welcome every opportunity to practice. Remember, it is best to use short, concise phrases in well-structured, simple sentences to obtain the best results. Take advantage of the opportunities to learn and use new Japanese skills; it will enhance your performance and interest, both professionally and personally.

TIME DIFFERENCE

Japan Standard Time is 14 hours ahead of Eastern Standard Time. On flights from CONUS, you will arrive in the late afternoon of the day after you departed, and on flights from Japan to CONUS you will arrive the same day you departed.

CONTACT INFORMATION

Phone numbers for the Office of Reserve Component Advisors are as follows: Office DSN: 263-4749, DSN Fax: 263-7778; if coming from Japan dial 0462-51-1788 – then once the operator picks up, dial the 7 digit DSN number, from the US: 011-81-3117-63-8510, fax 011-81-3117-63-7778.

Mailing address: HQ USARJ/9TH TAACOM

UNIT 45005

ATTN: APAJ-RC

APO AP 96343-0054

COMMON WORDS AND PHRASES

The following words and phrases are commonly used when dealing with local

Japanese:

MILITARY

"BEI GUN"	U.S. Forces
"ZAI NICH I BEI RIKUGUN"	U.S. Army Japan
"SHOKO"	Officer
"HEITAI"	Soldier
"GAIMU SHO"	MOFA or Ministry of Foreign Affairs

USEFUL EXPRESSIONS

"HAI"	Yes. Does not always mean "yes" or agreement. In fact, most of the time it means "I've heard you" or "I am being attentive to what you are saying".
"ARIGATO"	Thank You
"OHAYO"	Good Morning
"KONNICH IWA"	Good Day (use after 1000 hours)
"KOMBANWA"	Good Evening
"KUDASAI"	Please Give Me
"IKURA DESU-KA?"	How much is it?; What is the price?
"SAYONARA"	Good Bye
"SUMIMASEN"	Excuse me (use when interrupting or when you would appear to be inconveniencing someone)
"GOMEN NASAI"	I'm sorry
"ONEGAI SHIMASU"	Please do me a favor, as in "please help me; please do so; please serve me; etc.", with the verb usually being understood.
"CHOTTO MATTE"	Just a minute; wait a moment
"HAYAKU"	Quickly; faster
"CHIGAI MASU"	It is wrong
"SOH DESU"	That's right; that is so
"SOH DESU-KA?"	Is that right?
"WAKARI MASEN"	I can't understand

1. AAFES (PX)
2. Army Community Service
3. Arts & Crafts
4. Auto Crafts Center
5. Bank
6. Bowling Center
7. Central Registration/ITT
8. Chapel
9. Child Development Center
10. Commercial Sponsorship (1st Floor)
11. Commissary
12. Community Club
13. Community Culture Center
14. Dining Facility
15. Dir. Community Activities (2nd Floor)
16. DPW
17. Education Center
18. Fire Station
19. Furniture/Toys/Four Seasons
20. Gas Station
21. Golf Club
22. GS&M Staff (General Service Admin.)
23. HQ U.S. Army Garrison, Japan (USAG-J) (Bldg 102)
24. HQ U.S. Army Japan 9th TSC (Bldg 101)
25. Housing Office
26. JED
17. Library
27. Lodging Office
28. MED&AC/Dental Clinic
29. Music & Theater Workshop
30. MWR Marketing (1st Floor)
30. MWR Supply
31. MWF Contracting (1st Floor)
31. Outdoor Recreation/Lunaf Tours
32. Post Office
33. Self Help Store
34. Vet Clinic/Kennels
35. Visual Information Division
36. Veto Fitness Center
37. Youth Center

